



BOARD REVIEW

PROCEDURE

BOARD MEMBERS

Annually each Board Member will evaluate their own contribution to the Board and their individual effectiveness in discussion with the Chair.

The basis of this review shall be:

- Governance Procedures [in particular the *Roles & Responsibilities for Board Members and the Board Members Code of Behaviour*]
- Personal input into meetings
- Specific responsibilities actioned throughout the year
- Public relations with other Board members, parents, staff, Principal and external groups or agents
- Promotion of the school
- Future Board member training requirements as a result of the review
- Commitment to the school's Policies/procedures, Charter and Strategic Plan development.
- Commitment to the learning and wellbeing of all students.
- Commitment to quality public relations with parents, whanau and staff.

CHAIR

- The Board Chair will evaluate his/her effectiveness and performance in discussion with individual Trustees and the Principal [in particular the *Role of the Chair* standards].
- Evaluation of the above areas as for Board members.

BOARD

- Annually the Chairperson will coordinate a review of the effectiveness of the School Board.
- A report will be provided to the Board on the outcomes, including a training plan for the Board as a whole. The review will be based on the Charter and Policy Framework. Future training and budget for this to be decided.
- The Board will evaluate its effectiveness on an annual basis.
- The evaluation will be based on the achievement of the Board's own plans for the year, including strategic goals and responsibilities as set out in the Board's Roles and Responsibilities, Charter and Board Code of Behaviour

The evaluation will have three parts:

- What did the Board achieve?
- How well did the Board conduct its business?
- What can the Board learn from the above?

The evaluation process will take place in two stages:

- **Individual reflection** – prior to the Board meeting each member will make his or her own assessment of the Board's performance
- **Board Discussion** – the Chairperson will facilitate a discussion to evaluate the performance of the Board at the Board meeting. A set of action items will be recorded as a result of this discussion.

THE BOARD WITH THE PRINCIPAL AND TEACHING STAFF will:

Develop a Strategic Plan which documents how they are giving effect to the [NELPs](#) through policies/ procedures, plans, NZ curriculum programmes, student assessment and staff professional development.

Maintain an on-going programme of self-review in relation to policies, procedures, plans and programmes, including evaluation of information.

Report to students and parents on individual achievement and to the community on the achievement of students as a whole.

Other legislated areas of Board responsibility

1. For the Board's other responsibilities (ie: – strategic planning, employment and personnel, finance and property, health and safety and other legal requirements) the review is led by Board members in consultation with the Principal.
2. Some possible questions:
 - What mechanisms are in place to assure that the school is meeting its responsibilities in this area?
 - What do these mechanisms indicate about the school's performance in this area?
 - Was the school compliant with the relevant self-audit checklist supplied by ERO?
 - Are relevant Board policies/procedures providing adequate and appropriate guidance in this area?
 - Are management documents covering this area of operation comprehensive and up to date?
 - What other information should/could be gathered to inform future review of this area of operation?
3. To enable an informed discussion, the Board member(s) leading the review should advise the Principal in advance of the questions posed and data required. Evidence-based reporting should be the aim.

CONCLUSION

- The School's mission is defined and guided through its Charter
- The School Board is organised according to clear Terms of Reference and Job Descriptions.
- Clear Policies, Procedures and Supporting Documents provide a framework of responsibilities for Board members and staff.
- Reviewing ensures that goals are realistic and whether they are being achieved or not. It provides data for further planning and ensures that the resources available to the school are used effectively.
- The Board is committed to continued improvement in its performance through thoughtful reflection and constructive evaluation.

Review Responsibility: *Board Chair, Staff Rep, & Principal*

Date confirmed: 27 October 2021

Board Chairperson:

Principal: